

# SWAN Board Meeting Minutes

October 21, 2022, 9:30 a.m.  
Thomas Ford Memorial Library  
800 Chestnut Street  
Western Springs, IL 60558

## 1. Call to Order, Roll Call

President Bodewes called the meeting to order at 9:31 a.m. The following Board members were present to establish a quorum.

- a. Jesse Blazek
- b. Ted Bodewes
- c. Jennifer Cottrill
- d. Dorothy Koll
- e. Anna Wassenaar

## 2. Introduction of Visitors/Public Comment

Aaron Skog – Executive Director – SWAN  
Dawne Tortorella – Assistant Director - SWAN  
Scott Brandwein – Bibliographic Services Manager - SWAN

No public comment

## 3. Action Item

Acceptance of the October 21, 2022, SWAN Board Meeting Agenda

Cottrill moved, seconded by Wassenaar that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE OCTOBER 21, 2022  
SWAN BOARD MEETING AGENDA AS PRESENTED

Motion carried by unanimous voice vote:

## 4. Action Item

Approval of SWAN Financials, September 2022

Blazek moved, seconded by Koll that it be

RESOLVED, THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR  
SEPTEMBER 1 THROUGH SEPTEMBER 30, 2022 AND ACCEPTS THE BALANCE SHEET  
AND DETAILS OF EXPENDITURES FOR SEPTEMBER 2022.

Motion carried by roll call vote with the following results:  
Ayes: Blazek, Bodewes, Cottrill, Koll, Wassenaar

**5. Action Item**

Acceptance of September 16, 2022, SWAN Board Meeting Minutes

Blazek moved, seconded by Koll, that it be

RESOLVED, THAT THE SWAN BOARD APPROVES THE SEPTEMBER 16, 2022 SWAN BOARD MEETING MINUTES

Motion carried by unanimous voice vote

**6. Reports**

a. Board President Report

Bodewes will be attending Illinois State Library Advisory Committee (ISLAC) meeting next week and will provide a report at the next Board meeting.

b. Executive Director Report

Skog reviewed SWAN financials noting that the group purchase for Comics Plus is included for payment and libraries participating will be billed. Discussion items later in the agenda include Leave Donation/Leave Sharing Policy and new library director orientation and engagement.

Skog announced that Ian Nosek fills the positions of Information Technology and Support Services Manager. Ahren Sievers will be filling the position vacated by Ian's promotion as System Administrator. He starts on October 24, 2022.

Skog, Brandwein, and Tortorella met with a group of staff from Addison Public Library as an introductory discussion about SWAN and consortia. They are in early stages of researching their future options.

Skog co-chaired the SirsiDynix Consortia SIG conference. He highlighted SWAN involvement in the conference and findings across consortia customers of SirsiDynix.

c. Operations Report

Tortorella and Brandwein discussed the operations report. Of note was a recap on the survey conducted to gauge user group topic and leadership interest. Tortorella and Brandwein provided updates as presented in packet. Statistics presented in the report show the time-to-fill for holds

placed in Aspen is the lowest and therefore most efficient. Over 75% of holds placed are placed through Aspen. The smart holds algorithm used for grouped records appears to be reducing time-to-fill. Board members felt this information and analysis should be shared at the next quarterly.

d. Treasurer Report

None

e. Board Calendar

Skog and Blazek still have the task to complete the closed session review.

**7. Discussion Item**

Skog approached HR Source for information on leave donation policies. This discussion is referred to the Personnel Committee for further research and recommendation to the Board at the November meeting. The Board further recommended review of part-time sick leave benefits as part of the policy review.

**8. Information Item**

The number of changes in SWAN library directors in the past 2 years is nearly 1/3<sup>rd</sup> of membership. Efforts to provide Director office hours and orientation sessions have not been well attended. A proactive outreach to new directors is recommended. When prioritizing outreach and site visits, people new to the role and/or new to the region or SWAN may benefit from more outreach.

Previous SWAN Ambassador Program where Board members and other SWAN Directors reached out to colleagues for peer-to-peer networking were helpful and created mentoring opportunities and connections. As next strategic planning cycle gets underway, member outreach and engagement may be an area for development and part of ongoing support.

**9. Adjournment**

Motion to adjourn moved by Koll, seconded by Cottrill.

Bodewes adjourned the meeting at 11:04 a.m.

Minutes Prepared by Dawne Tortorella

Respectfully Submitted,

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Jesse Blazek

Board Secretary